



## Network Account Deletion Form for FUTURE Separation of Employment

To be completed by the employee, with their supervisor, and returned to Tech Services

**Tech Services must receive this completed form on or before the employee's last day of work to insure proper distribution of the employee's data. Questions? Call the Help Desk at Ext. 6700.**

<b>Employee Info:</b>	Name:	ID Number:
<b>Department(s):</b>		
<b>Last day of work at Alverno:</b>		
<b>Is employee also a current Alverno student?</b>	Yes No (If yes, follow column <b>A</b> on reverse side)	
<b>Does the employee have teaching/assessing responsibilities?</b>	Yes No (If yes, follow column <b>B</b> on reverse side); if no, follow column <b>C</b>	

**IMPORTANT NOTE:** All requests for the departing employee's data, including email, voicemail, and files/folders stored on the H: drive, GoogleDrive, and OneDrive for Business, **must** be made via this form **before the employee's network account is disabled**.

1.	Do you want the contents of the employee's email copied to another employee's email box? Yes No Should we also copy the
2.	Do you want <b>external</b> email sent to this employee's address to be redirected to another employee's email account? Yes No If yes, indicate address: <b>This is normally done for a period of two weeks or less.</b>
3.	Did the employee receive incoming mail for a department email alias address (ex: admissions@alverno.edu) that needs to be redirected? Yes No If yes, to whom should the mail be redirected? <b>NOTE: Failure to redirect this mail will result in the mail being rejected.</b>
4.	Do you want the employee's voicemail box pin changed so that you may listen to and delete any messages? Yes No Should we leave the person's voicemail box intact for a period of time, e.g., the employee was interacting with prospective students? Yes No <b>NOTE: The employee name/extension will be removed from the online phone directory immediately, but this will not affect your ability to listen to the messages. Please notify the Help Desk as soon as you are finished with the voicemail box, so that we may reassign the extension. This is normally done for a period of two weeks or less.</b>
5.	Do you want Tech Services to copy contents of the employee's H: drive, GoogleDrive, and OneDrive for Business to another employee? Yes No If yes, to whom?
6.	Did this employee have responsibility for managing web content in OU Campus for your department? If yes, please list the employee who will assume these responsibilities:
7.	Tech Services will collect the employee's computer and reuse or retire it if the employee isn't going to be replaced immediately. If you do plan to rehire immediately, we recommend that the hard drive be reformatted (please note that reformatting cannot be performed if this is a "shared" computer). Would you like us to collect the computer? Yes No Would you like us to reformat the hard drive? Yes No

	<u>Technology Resource</u>	<u>Column A</u> Employee is also a current Alverno Student	<u>Column B</u> Employee w/teaching or assessing responsibilities	<u>Column C</u> Staff only	Initial Supv. Emp.	
8.	<b>Data files stored on network home directory (H:) and computer hard drive</b>	Have employee leave any student-related files on the H: drive. Tech Services will move them to a Student home directory (H: drive).	Have employee move any personal files to removable media. Any remaining files will be permanently lost when the account is deleted.	Have employee move any personal files to removable media. Any remaining files will be permanently lost when the account is deleted.		
9.	<b>LiveText</b>	If the employee had teaching responsibilities and will be continuing as a student, Tech Services will need to change her/his <b>LiveText</b> account type. After this has been done, the employee will have access only to her/his own LiveText account and will no longer be able to upload feedback to other students' LiveText accounts.	The instructor should complete all feedback and performance statuses, and verify that students have completed self-assessments before her/his last day of work. An instructor's <b>LiveText</b> account will be disabled at the time the network account is disabled, and access to all Alverno content will be denied.	Not applicable.		
10.	<b>Moodle</b>	If the employee was an instructor for a course, that course will remain visible in her/his Moodle account until she/he asks for it to be removed.	The employee's Moodle account will be deleted at the time her/his network account is deleted. If any course content needs to be kept for use in future semesters, please list below the name of the employee to whom each course should be re-assigned. This person (or persons) will be responsible for managing those Moodle course materials and will receive an email reminder prior to the scheduled deletion of the course.  <b>Any Moodle courses not reassigned to a current employee (and all course contents) will be deleted during the next scheduled Moodle course deletion.</b>	Not applicable.		
11.	<b>Email</b>	Forward all student-related messages to a non-Alverno email account.	Not applicable.	Not applicable.		

Whom should we contact if we have questions?

Printed name

Signature

Date